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MILITARY STANDARD

DATA ITEM DESCRIPTIONS
(DID), PREPARATION OF



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DEPARTMENT OF DEFENSE
Washington, DC 20362-5101

Data Item Descriptions (DID), Preparation of

DOD-STD-963

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2. Beneficial comments (recommendations, additions, deletions) and any pertinent data which may be of use in improving this document should be addressed to: Director, Defense Materiel Specifications and Standards Office, Cameron Station, Alexandria, VA 22314 by using the self-addressed Standardization Document Improvement Proposal (DD Form 1426) appearing at the end of this document or by letter.

FOREWORD

This standard supersedes enclosure 3 to DoD Instruction 5010.12.

This standard was prepared by the Naval Sea Systems Command as agent for the Defense Materiel Specifications and Standards Office (DMSSO).

Prior to preparing a data item description (DID), the AMSDL (DoD 5000.19-L, Vol. II) should be researched to determine if an existing approved DID can be used to satisfy the data requirement. This action will serve to minimize requirements for data and eliminate duplicative DIDs.

Additional information and the policy for coordination and approval for use can be obtained in DoDI 5010.12 (Management of Technical Data), DoDD 4120.21 (Application of Specifications, Standards, and related documents in the Acquisition Process) and DoD 4120.3-M (Defense Standardization and Specification Program Policies, Procedures and Instructions).

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1. SCOPE

1.1 Scope. This standard establishes uniform procedures for the preparation of Data Item Descriptions (DID).

1.2 Applicability. The provisions of this standard apply to all DoD components who are responsible for the preparation of new and revised DIDs intended for use in defense contracts. Existing DID's listed in the AMSDL are exempt from the provisions of this standard until such time they are revised. The provisions of this standard are subject to tailoring (see 6.1).

1.3 Classification. DIDs covered by this standard are of the following types:

- Type I - A technical DID associated with a source document.
- Type II - A nontechnical DID which may or may not be associated with a source document.
- Type III - A DID for one-time use in a single acquisition.

2. REFERENCED DOCUMENTS

2.1 Government documents. The following documents and the documents referenced in the cited documents first tier form a part of this standard to the extent specified. All others are for guidance and information only.

2.1.1 Standards. The following standard of the issue specified in the solicitation forms a part of this standard to the extent specified herein.

STANDARD

MILITARY

MIL-STD-12 - Abbreviations for Use on Drawings, Specifications, Standards and in Technical Documents.

2.1.2 Other Government documents and publications. The following other Government documents and publications form a part of this standard to the extent specified herein.

GOVERNMENT PRINTING OFFICE (GPO)

Government Printing Office Style Manual

(Application for copies should be addressed to the Superintendent of Documents, Government Printing Office, Washington, DC 20402.)

PUBLICATIONS

DEPARTMENT OF DEFENSE

DoDISS

- Department of Defense Index of Specifications and Standards.

DoD 5000.19-L,
Volume II

- DoD Acquisition Management Systems and Data Requirements Control List (AMSDL).

DoDI 5000.21

- Forms Management Program.

DoD 5200.1-R

- Information Security Program Regulation.

SD-1

- Standardization Directory.

(Copies of standards and publications required by contractors in connection with specific acquisition functions should be obtained from the contracting activity or as directed by the contracting officer.)

3. DEFINITIONS

3.1 Acquisition. Acquisition means the acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

3.2 Acquisition Management Systems and Data Requirements Control List (AMSDL). An index which identifies acquisition management systems, source documents, and DIDs which have been authorized for contractual application.

3.3 Acquisition Management System Control (AMSC) number. The AMSC number is a control number assigned by the DoD AMSDL Clearance Officer to source documents that contain data requirements, to type I and type II DIDs.

3.4 Administrative data. That nontechnical data required by contracting officers and other personnel for the Government administration of the overall provisions of the contract excluding management and financial data. Examples of administrative data include data relative to meetings, conferences, agendas, and audio-visual media.

3.5 Content. Content is the desired subject(s), topic(s), or element(s) which constitutes the data product described in Block 10 of the DID. This term refers to the type of specified information to be contained in Block 10 of a DID for a data product (for example, plan, report, list, manual or drawing) under general topics or subject matter which may be further defined into sub-topics.

3.6 Contract. Contract means a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications.

3.7 Contract Data Requirements List (CDRL), DD Form 1423. A list of data requirements that is authorized for a specific acquisition and made a part of the contract.

3.8 Contractor. An individual or organization outside the U.S Government which has accepted any type of agreement or order for providing research, supplies, or services to a U.S. Government Agency. The term specifically includes both prime contractor and subcontractor.

3.9 Contractual data requirement. A data requirement which applies by virtue of the terms of a contract.

3.10 Data. Data means recorded information, regardless of form or characteristics.

3.11 Data generating requirements. Those data requirements in source documents or the contract which generate the data product.

3.12 Data Item Description (DID), DD Form 1664. A completed form that defines the data required of a contractor and specified on DD Form 1664. This form specifically defines the data content, preparation instructions, format, and intended use (see figure 1).

3.13 Data product. Information which is inherently generated as the result of work tasks described in a source document or contract. Such information is treated as a separate entity (for example, drawing, specification, manual, report, records, or parts list).

3.14 DoD component. The Office of the Secretary of Defense, a military department, or a defense agency.

3.15 DoD Index of Specifications and Standards (DoDISS). The publication that lists federal and military specifications, standards and related standardization documents and non-Government documents that are used by the military departments and agencies.

3.16 DoD AMSDL Clearance Officer. The individual representing the Secretary of Defense who has been assigned the DoD-wide responsibility for developing and implementing DoD policy for controlling and approving data requirements used in defense contracts.

3.17 Financial data. All cost or dollar data, actual or estimated, for expenditures, forecasts, status, accounting, and any other data required by contract provisions to be expressed in financial or dollar terms.

3.18 Form. Any document printed or otherwise reproduced with space for filling in information.

3.19 Format. The desired organization, structure or arrangement of the content of the data product described by the DID. This term relates to the shape, size, makeup, style, physical organization or arrangement of the data product described in Block 10 of the DID.

3.20 Management data. Data required by the Government to manage, provide visibility and enforce contractual requirements in the form of data products concerning project management, milestones, technique, status (excluding financial and technical), problems, plans and other data not technically or financially oriented.

3.21 New DID. Any data item description that is not listed in the AMSDL.

3.22 Office of Primary Responsibility (OPR). The DoD component activity having the responsibility for the preparation and coordination of DIDs. An OPR may also be a preparing activity.

3.23 Preparing Activity (PA). The DoD component activity or the federal civil agency (for federal documents only) responsible for preparation and maintenance of standardization documents or the conduct of study projects.

3.24 Revised DID. A DID currently approved and listed in the AMSDL which undergoes revision subject to the preparation provisions of this standard.

3.25 Source document. A document listed in the AMSDL and DoDISS that is applied in a solicitation or contract and establishes a data requirement which requires a DID to define the preparation requirements for data content and format.

3.26 Tailoring of data requirements. Tailoring of data requirements is the deletion of requirements from an approved DID to meet the needs of a specific contract.

3.27 Technical data. Technical data means recorded information, regardless of form or characteristics, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work; or be usable or used to define a design or process or to acquire, support, maintain, or operate materiel. The data may be graphic or pictorial delineations in media such as drawings or photographs; text in specifications or related performance or design type documents; or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications and related information, and documentation related to computer software. Technical data does not include computer software or financial, administrative, cost and pricing, and management data, or other information incidental to contract administration.

4. GENERAL REQUIREMENTS

4.1 General. This section covers the general requirements governing the preparation of DIDs.

4.2 Types of DIDs. DIDs shall be of the types specified in 4.2.1 through 4.2.3.

4.2.1 Type I DID. A type I DID shall be prepared to describe preparation instructions for technical data (see 3.27) requirements included in source documents. (For example of type I DID, see figure 2.)

4.2.2 Type II DID. A type II DID shall be prepared to describe preparation instructions for Administrative, Financial or Management type data (see 3.4, 3.17 and 3.20) not included in the definition of technical data (see 3.27). A type II DID will not normally be associated with a source document. If a source document exists, it shall be cited as the source of the data being described. If a source document does not exist, a specific and discrete contract work task shall be developed to support the data being acquired. (For example of type II DID, see figure 3.)

4.2.3 Type III DID. A type III DID shall be prepared for one-time use in a single acquisition. A type III DID may or may not be associated with a source document. A type III DID may either describe preparation instructions for technical data requirements or for data not defined as technical data. (For example of type III DID, see figure 4.) Any further requirement for data described by a type III DID shall require conversion to a type I or type II DID.

4.3 DID preparation. A DID shall be prepared on a DD Form 1664 to identify the content and format requirements for data to be prepared for use by the Government under the terms of a contract (see 6.2). A DID shall cover a single data product. If the source document contains work tasks that generate more than one data product, a separate DID shall be prepared for each data product generated by the source document.

4.4 DID content and format. The DID content shall identify the content and format requirements for a data product. Reference content instructions may be used for DIDs when the source document data requirements are completely descriptive of the data product (see figure 5 for example of reference DID). If the source document is not completely descriptive, then the DID shall be fully descriptive within the criteria established by this standard. In the event that the format and content requirements are of such a nature that they can be commingled between the DID and the source document, the DID shall include paragraph references of the source document's data products. DIDs which combine fully descriptive and reference type elements shall be kept to a minimum.

4.4.1 Work tasks. The DID shall not contain requirements to perform any work tasks (for example, inspection or tests), or otherwise direct or constrain the data preparation activity. Work tasks associated with the generation of data will be identified in the contract or in-house tasking document. The DID shall not contain any instructions or provisions to amend, modify, or otherwise alter the task provisions of any source document.

4.4.2 Classified material. DIDs should be designed to avoid unnecessary restrictions in their dissemination. DIDs having classified material shall be in accordance with DoD 5200.1-R.

4.4.3 Tailoring application. DIDs shall be structured to depict the format and content of the data generating requirements in the source document in order to facilitate the tailoring out of requirements which may not apply to a specific acquisition.

4.5 Language style. The content and format preparation instructions of a DID shall be presented in language which is direct and simple. Sentence structure shall be short. The rules of grammar and punctuation shall be followed. The use of standard technical and military terms shall be limited to those absolutely essential for the preparation of the data product.

4.5.1 Style guide. The United States Government Printing Office Style Manual shall be used as a guide for capitalization, spelling, punctuation and other writing style areas where the provisions of this standard are not specific.

4.5.2 Abbreviations and acronyms. The use of abbreviations and acronyms in the DID preparation effort shall be limited to those that are commonly required, specifically known and accepted. Abbreviations shall be in accordance with MIL-STD-12, where applicable. Acronyms shall be the same as those identified in the DID source document, when DIDs are associated with a source document. The first time an abbreviation or acronym is used in the text of a DID, it shall be in parenthesis and be preceded by a full spelling. Abbreviations and acronyms used in tables or figures will be explained by appropriate footnotes when not identified in the DID text.

4.5.3 Signs and symbols. Signs and symbols used in a DID shall be limited to those identified in the source document. For DIDs not associated with a source document, signs and symbols shall be explained.

4.5.4 Use of "shall", "will", "should", and "may". Use "shall" to express a provision that is binding. Use "should" and "may" wherever it is necessary to express nonmandatory provisions. "Will" may be used to express a declaration of purpose on the part of the Government.

4.5.5 Use of "and/or". The term "and/or" shall not be used.

4.5.6 Commonly used words and phrases. Certain words and phrases are frequently used in a DID. The following rules shall be applied:

(a) Referenced documents shall be cited thus:

- (1) "conforming to . . ."
- (2) "as specified in . . ."
- (3) "in accordance with . . ."

In any case, use the same wording throughout the DID.

- (b) In stating limitation, the phrase shall be stated thus: "The data columns shall be not greater than . . ." for maximum limit, or "The data columns shall be not less than . . ." for minimum limit.
- (c) Capitalize the words "drawing", "bulletin", etc., only when they are used immediately preceding the number of the document. However, specifications, standards, and handbooks will be identified in the text only by their document identifier; thus, MIL-E-000 (not: "specification MIL-E-000").
- (d) Other common phrases in DIDs include:
 - (1) "As specified herein" is used when the DID requirement is self-contained as in a type II DID.
 - (2) "The Report shall specify" is used to describe the content.
 - (3) "The Plan shall include" is used to express instructions.
 - (4) "The Study shall address" is also a descriptive phrase expressing instructions.

4.5.7 Prohibited terms. The following words and phrases shall not be used in DIDs:

- (a) "Unless otherwise specified in the contract." This term indicates an alternative condition to that specified in the approved DID. Since all DIDs are now approved to reflect maximum allowable requirements, the only alternative to using the DID as approved is the tailoring out of requirements in Block 16, Remarks, of the CDRL, DD Form 1423. "Unless otherwise specified in the contract" exceeds the limits of the CDRL.
- (b) "The contractor shall..."
- (c) "...records shall be maintained..."
- (d) "...data shall be prepared..."
- (e) "...data shall be maintained for..."
- (f) "...data shall be submitted..."
- (g) "...data shall be reviewed..."
- (h) "...data shall be approved by..."
- (i) "...shall include but not be limited to..."
- (j) "Procurement" or "procurement document" shall not be used in the text of a DID. (Use the terms "acquisition" or "contract".)

4.6 Paragraph numbering. DID paragraphs shall be numbered as follows:

- (a) Each paragraph and subparagraph shall be numbered consecutively for every field of information. Numbers shall be separated by a period(.). Using Block 10 as an example, the numbering system is as follows (the same criteria apply to Block 3, 3.1 etc., and Block 7, 7.1 etc.):

First paragraph.....10.1
 First subparagraph.....10.1.1
 Second subparagraph.....10.1.2
 Second paragraph.....10.2

Third paragraph.....	10.3
First subparagraph.....	10.3.1
Second subparagraph.....	10.3.2
Third subparagraph.....	10.3.3

- (b) Itemization within a paragraph or subparagraph shall be identified by lower-case letters to avoid confusion with paragraph numerals.
- (c) For clarity of text, paragraph numbering should be limited to three sublevels, unless additional sublevels are unavoidable.

4.6.1 Paragraph identification and structure. Each paragraph and subparagraph shall be given a subject identification. The first letter of the first word in the paragraph and subparagraph identification shall be capitalized. Paragraph and subparagraph identifications shall be underlined. Each paragraph module shall be limited to a single item, requirement, or self-contained subelement of information. This procedure will make tailoring easier in the acquisition process. In cases where a subparagraph is a continuation of the specific paragraph subject matter, a separate subject need not be identified in the subparagraph by underlining.

4.7 Underlining. Portions of paragraphs shall not be underlined and words or phrases shall not be capitalized for the sake of emphasis with the exceptions noted in 4.6.1. Table and figure titles shall be underlined (see 4.8 and 4.9).

4.8 Tables. A table shall be used when information can thus be presented more clearly than in text. Elaborate or complicated tables shall be avoided. References in the text shall be sufficiently detailed to make the purpose of the table clear. The table shall be restricted to information pertinent to the associated text. The tables shall be placed immediately following or within the paragraph containing the first reference. If space does not permit, the table may be placed on the following page. If tables are numerous or their location would interfere with correct sequencing of paragraphs and cause difficulty in understanding or interpretation, they may be placed in numerical order at the end of the DID and before any figures. Information included in tables shall not be repeated in the text.

4.8.1 Table numbering and title. All tables shall be numbered consecutively throughout the DID with Roman numerals in the order of their reference in the text, even if only one table appears in the document, and shall be titled. The word "TABLE" shall be in full capitalization, followed by the Roman numeral and a period followed by the title. The first letter of the title shall be capitalized. Table titles shall be centered above the table and shall be on the same line with the table number. If the title is too long to be typed on one line, the second line shall be aligned with the first letter of the title. If a listing or tabulation appears within a paragraph as an integral part of that paragraph, and obviously does not require a title, the listing or tabulation need not be titled.

4.8.2 Table format. Tables shall be boxed in and ruled horizontally and vertically as necessary to assure clarity of the table contents. Lines may be typed or drawn. The contents of a table shall be organized and arranged to show clearly the significance and relationship of the information. If a table is of such width that it would be impractical to place it in its normal vertical position, it may be rotated counterclockwise 90 degrees.

4.8.3 Continuation of tables. If a table is continued to additional page(s), a horizontal line shall not be drawn at the end of the page, unless the table is a group or method type that requires a line of separation between the groups. When the table is continued to the next page, the title shall be repeated and a dash followed by the word "Continued" at the end of the title (e.g. "TABLE I. Parts list. - Continued"). The entire heading shall be repeated at the top of the page on which the continuation is presented. The table shall be closed with a horizontal line when all information has been entered.

4.9 Figures. A figure shall be clearly related to, and consistent with, the text of the associated paragraph. The figures shall be placed immediately following or within the paragraph containing the first reference to the figure. If figures are numerous or their location would interfere with correct sequencing of paragraphs and cause difficulty in understanding or interpretation, they may be placed in numerical order at the end of the DID following any tables. If the figure is of such width that it would be impracticable to place it in its normal vertical position, it may be rotated counterclockwise 90 degrees.

4.9.1 Figure numbering and title. Figures shall be numbered consecutively throughout the DID with Arabic numerals in the order of their reference in the text, even if only one figure is referenced in the document, and shall be titled. Figures added after the highest numbered figure are assigned the next higher Arabic numeral. The word "FIGURE" shall be in full capitalization, followed by the Arabic numeral and a period followed by the title. Only the first letter of the title shall be capitalized. Figure titles shall be centered below the graphic and, if possible, shall be on the same line with the figure number. If the title of the figure is too long to be typed on one line, the second line shall be aligned with the first letter of the title.

4.9.2 Continuation of figures. When a figure is continued on the next page, the number and title shall be repeated below the figure with a dash followed by the word "Continued" at the end of the title.

4.10 Footnotes. Footnotes may be used as indicated in 4.10.1 through 4.10.3.

4.10.1 Footnotes to text. Footnotes to the text should be avoided. Their purpose is to convey additional information that is not properly a part of the text. A footnote to the text shall be placed at the bottom of the page containing the reference to it. Footnotes shall be consecutively numbered throughout the DID with Arabic numerals. The Arabic numeral shall also be used to identify the reference in the text.

4.10.2 Footnotes to tables. Footnotes may contain mandatory information that cannot be presented as data within a table. Number footnotes separately for each table as they appear in the table. The symbol "1/", "2/", etc. shall be used and shall be placed immediately following a word and preceding a numeral requiring the footnote. Numbered footnotes are listed in order immediately below the table. Where numerals will lead to ambiguity (for example in connection with a chemical formula), superior letters, daggers, and other symbols may be used.

4.10.3 Notes to figures. Notes to figures are numbered separately from textual footnotes within the DID. Drafting or dimensional notes are numbered consecutively and placed below the figure and above the title. The word "NOTES:" is typed in the left margin of the figure and the explanatory information is typed in Arabic number sequence under NOTES:

4.11 Foldouts. Foldouts shall not be used.

4.12 Forms. The use of forms in a DID shall be limited to those cases where a form is required to be completed by a contractor in compliance with a specific task stated in the source document, or in the contract if there is no source document. Forms used as part of the DID requirement to obtain data also require prior approval by the DoD Forms Control Officer, in accordance with the Forms Control and Management requirements specified in DoD Instruction 5000.21, Forms Management Program.

4.13 References.

4.13.1 Document references. References to a document within the DID shall be governed by the following provisions.

- (a) References to other documents in DIDs are limited to those required to prepare the data product.
- (b) References to source documents which contain requirements for preparation of a data product shall be identified in Block 10. Reference may be included in Block 10 of the DID to documents such as MIL-STD-12, which is not in itself a source document, without reference to any specific paragraph if all the requirements of MIL-STD-12 apply to the data requirements in the primary source document which generates the data product preparation effort.

4.13.2 DID references. References to DIDs shall be governed by the following provisions:

- (a) Other DID numbers may be referenced in Block 7, Application/Interrelationship, of a DID to identify the relationship to other DIDs to be or not to be applied in conjunction with the acquisition.
- (b) Other DID numbers may also be referenced in Block 7 of a DID when such DID numbers represent DIDs being cancelled or superseded by the DID.
- (c) Other DID numbers shall not be referenced in Block 10, Preparation Instructions.

4.13.3 Cross reference. Within Block 10, Preparation Instructions, of a DID, reference may be made to another paragraph in the same Block 10 for the purpose of clarifying or tailoring the data product preparation instructions. Such references shall state the specific paragraph, (for example, "see 10.5.2 above" or "see 10.7.1 below"). The word "paragraph" shall not be used.

4.14 Definitions in a DID. When the meaning of a word or term is necessary for clarification in Block 10 of a DID, a definition shall be included as parenthetical entry immediately following the word or term. Such definitions should be kept to an absolute minimum.

4.15 Page numbering. The DD Form 1664 and all continuation pages for a single DID shall be numbered sequentially on each sheet; odd numbered pages in the lower right-hand corner and even numbered pages in the lower left-hand corner as follows:

- | | |
|------------------------|-----------------------------------|
| (a) One page DID: | "Page <u>1</u> of <u>1</u> Pages" |
| (b) Multiple page DID: | "Page <u>1</u> of <u>3</u> Pages" |
| | "Page <u>2</u> of <u>3</u> Pages" |
| | "Page <u>3</u> of <u>3</u> Pages" |

4.16 Preparation of DID manuscripts for reproduction. DID manuscripts shall be prepared for offset printing. The manuscript shall be typed, single-space on one side only, on DD Form 1664 for the first page, and metric size A4 (8-1/2 by 11 inch) white bond paper for all continuation pages. All pages of the manuscript shall be reduced to page size. All pages of the manuscript shall be of such legibility and contrast that every line, number, letter and character will be clear and readable. On continuation pages, the left and right margins shall be the same as on the DD Form 1664, but no less than 13 millimeters (1/2 inch).

5. DETAILED REQUIREMENTS

5.1 General. This section contains detailed requirements for the preparation of DIDs.

5.2 Proposed draft DID. Drafts of proposed DIDs shall carry the following note at the top of the first page:

"PROPOSED DRAFT. DO NOT USE FOR ACQUISITION PURPOSES."

5.3 Detailed preparation instructions for DIDs (DD Form 1664).

5.3.1 General. The first page of the DID shall be prepared on the DD Form 1664. If additional space is required, a plain sheet of bond paper shall be used for each additional page. DIDs shall contain no external documentation such as attachments, enclosures, or exhibits. Forms are considered to be integral with the DID. The respective block (section) heading shall appear at the top of each continued page. Where it is necessary to continue one or more of the blocks preceding Block 10, they shall be continued in appropriate order until completed. A heavy line shall separate such continued blocks.

5.3.2 Block 1 - TITLE. The DID title shall identify the data item as follows:

- (a) The DID title shall not exceed 130 characters in length including blank spacing.
- (b) The DID title shall be in standard book form, for example:

"Test Report"
 "Engineering Change Proposal"
 "Reliability Program Plan"

- (c) Slash (/) and dash (-) symbols shall not be used in the title.

5.3.3 Block 2 - IDENTIFICATION NUMBER. For type I and type II DIDs the preparer shall leave this block blank and the DID number shall be assigned by the DoD AMSDL Clearance Officer. Numbers for type III DIDs shall be assigned by the individual DoD Departments and Agencies, as appropriate. The following is an explanation of the numbering system which will be used by the DoD AMSDL Clearance Officer for type I and type II DIDs:

DI or OT	CMAN, ADMN, etc.	8XXXX	A, B, etc.
"DI" is used for Type I and Type II DIDs. "OT" is used for Type III DIDs.	Four character functional area assignment for technical and nontechnical areas (see AMSDL, DoD 5000.19-L, Volume II)	Five digit number. All type I and type II DIDs will be in the "80000" series of numbers.	Sequential alpha revision letter where applicable.

5.3.4 Block 3 - DESCRIPTION/PURPOSE. A brief statement shall be entered that describes the data item and its purpose such as:

"3.1 This plan describes the contractor's maintainability program, how it will be conducted, and the controls and monitoring provisions levied on subcontractors and vendors. It describes in detail the specific techniques and tasks to be performed and their integration and development in conjunction with other specified related plans. The principal uses are to provide the contracting activity a basis for review and evaluation of the maintainability program and its proposed components, and for determining contractual compliance."

5.3.5 Block 4 - APPROVAL DATE. For type I and type II DIDs the preparer shall leave this block blank and the date shall be assigned by the DoD AMSDL Clearance Officer.

5.3.6 Block 5 - OFFICE OF PRIMARY RESPONSIBILITY. The Office of Primary Responsibility (OPR) responsible for preparation of the DID shall be identified in this block. If the DID is associated with a source document, then the preparing activity of the source document as identified in the SD-1 shall be used. If the DID is not associated with a source document, two entry codes (component and organization code) shall be used to identify the OPR as follows:

<u>Component</u>	<u>Component Code</u>	<u>Sample of Organization Code within the Component</u>
ARMY	A	A/AMC-DST
NAVY	N	N/SEA-55Z21
USAF	F	F/AFSC-ASD
USMC	M	M/LMA
DLA	S	S/SCT
NSA	G	G/T-213
DCA	K	K (No second code required)
DIA	L	L (No second code required)
DMA	B	B/DS
DNA	H	H (No second code required)
OSD	D	D/COMPT

5.3.7 Block 6 - DTIC/GIDEP APPLICATION. An "X" shall be entered in the applicable block if copies of the contractually delivered data are also applicable to the programs administered by the Defense Technical Information Center (DTIC) or the Government-Industry Data Exchange Program (GIDEP). This requirement is for a DID which covers those areas included in the DTIC/GIDEP programs.

5.3.8 Block 7 - APPLICATION/INTERRELATIONSHIP.

5.3.8.1 Type I DIDs and Type II DIDs with source documents. Information shall be entered in this block to assist Government personnel in the proper selection and application of the data item. The source document and paragraph(s) therein shall be identified that contain the task(s) that generate the data product. Where appropriate, other data items which have a significant relationship with the data item and any special guidance on its mandatory, typical or restricted use shall be listed. For example, this block will state if the data item should never be used when another data item is applied in the same contract, or if it is used in conjunction with other data items, never used in certain acquisition phases, etc. In a separate paragraph those DIDs being cancelled or superseded by this new or revised DID shall be listed. An example of a completed Block 7 coordinated DID emanating from a source document is as follows:

- (a) "7.1 This data item description contains the format and content preparation instructions for that data generated under the work task described by 4.5.q of MIL-STD-810D."
- (b) "7.2 This data item is applicable to equipment environmental tests which include design evaluation tests, operational worthiness tests and qualification tests."
- (c) "7.3 Environmental test reports that are covered by this data item are "Quick Look", "Test Anomaly", "Analysis and Corrective Action" and "Final Test Report". When applied in contracts, this data item will be tailored to the specific information required in Block 16, Remarks, of the CDRL, DD Form 1423. The "Final Test Report" serves as the final documentation of a specific environmental test program and shall be required one time only in the contract."
- (d) "7.4 This DID supersedes DI-T-5143A, DI-R-5246 and UDI-T-20486."

5.3.8.2 Type II DIDs without source documents. The following is an example of the information to be entered into Block 7 for type II DIDs without source document, if applicable:

- (a) "7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract."
- (b) "7.2 This data item may be applied in any contract and during any program phase to acquire (enter the data product to be generated by the contract)".
- (c) "7.3 This data item is not applicable and shall not be applied in contracts when DI-ADMN-8XXX1 or DI-ADMN-8XXX2 are used."
- (d) "7.4 This data item supersedes DI-A-30XXX."

5.3.8.3 Type III DIDs. The information in 5.3.8.1 is applicable to type III DIDs with source documents and 5.3.8.2 is applicable to type III DIDs without source documents, except type III DIDs shall not contain any supersession or cancellation information, and the information in Block 7 shall state that the DID is for one-time use on a single contract, and not for repetitive use. The applicable solicitation or contract number shall be identified in blocks 7 and 8.

5.3.9 Block 8 - APPROVAL LIMITATION. For type I and type II DIDs the preparer shall leave this block blank. The DoD AMSDL Clearance Officer will specify any approval limitation, when applicable.

5.3.10 Block 9 - APPLICABLE FORMS/AMSC NUMBER. If any forms are associated with the DID, they shall be entered into Block 9a. Block 9b is used by the DoD AMSDL Clearance Officer to assign AMSC numbers to type I and type II DIDs. Separate AMSC numbers will be assigned to each source document and specific DIDs. The DoD AMSDL Clearance Officer will assign separate AMSC numbers to all DIDs regardless of type. Type III DIDs shall not require AMSC number assignment.

5.3.11 Block 10 - PREPARATION INSTRUCTIONS. Block 10 shall be used to describe the content and format of the data product. All documents cited in Block 10, and the written format and content preparation instructions contained therein, are contractually binding on the contractor.

5.3.11.1 First paragraph (10.1) structure of the DID preparation instructions. The first paragraph of Block 10 shall be structured as follows, as applicable:

- (a) For all DIDs which emanate from source documents, the following standard "boilerplate" paragraph 10.1 shall be used:

"10.1 Source document. The applicable issue of the documents cited herein, including their approval date, and dates of any applicable amendments and revisions shall be as reflected in the contract."

- (b) For type II and type III DIDs with no source documents, the following standard "boilerplate" paragraph 10.1 shall be used:

"10.1 Contract. This data item is generated by the contract which contains a specific and discrete work task to develop this data product."

5.3.11.2 Optimum format and content. Block 10 shall depict the optimum format and content of the data generating requirements, relating to either the source document or contract tasks, for the broadest possible DoD wide use.

5.3.11.3 Special format and content. In optimizing Block 10 format and content requirements, appropriate language may be utilized when it becomes necessary to identify the specific needs of a single element of a DoD component. Phrases such as "FOR NAVSEA USE", "FOR AFLC ONLY", etc., are permitted when within the scope and intent of either the source document or contract task requirements.

5.4 DID revisions. In addition to the requirements in sections 4 and 5 of this standard, the provisions of 5.4.1 and 5.4.2 shall govern when DIDs are revised.

5.4.1 Superseded DID numbers. The obsolete DID number shall appear in Block 7 as being superseded.

5.4.2 Revision letters. When type I or type II DIDs are revised, the DoD AMSDL Clearance Officer shall assign the revision letter. The revision shall be indicated by a capital letter following the DID number (for example, DI-HFAC-80001A). The first revision shall be marked with the letter "A" and succeeding revisions shall be indicated by the other letters in alphabetical sequence, except that the letters I, O, Q, S, X, and Z shall not be used.

6. NOTES

6.1 Tailoring guidance for contractual application. When a contractor is to develop a DID, the following tailoring should be incorporated with the imposition of the standard in the solicitation and contract:

- (a) Specify that DID is to be prepared in accordance with sections 4 and 5 of the standard.
- (b) Specify type of DID to be prepared.
- (c) Specify the OPR.
- (d) Specify DTIC/GIDEP application.
- (e) If "final" master manuscript is not to be a delivered contractual product, delete paragraph 4.16.
- (f) Specify if DID is to be new or revised. If DID is not a revision, paragraphs 5.4 through 5.4.2 would not be required.

6.2 Data requirements. When this standard is used in an acquisition which incorporates a DD Form 1423, Contract Data Requirements List (CDRL), the data requirements identified below shall be developed as specified by an approved Data Item Description (DD Form 1664) and delivered in accordance with the approved CDRL incorporated into the contract. When the provisions of DoD FAR Supplement 27.410-6 are invoked and the DD Form 1423 is not used, the data specified below shall be delivered by the contractor in accordance with the contract or purchase order requirements. Deliverable data required by this standard is cited in the following paragraph.

<u>Paragraph no.</u>	<u>Data requirement title</u>	<u>Applicable DID no.</u>	<u>Option</u>
4.3	Preparation of Data Item Description (DID), DD Form 1664	DI-MISC-80000	----

(Data item descriptions related to this standard, and identified in section 6 will be approved and listed as such in DoD 5000.19L., Vol. II, AMSDL. Copies of data item descriptions required by the contractors in connection with specific acquisition functions should be obtained from the Naval Publications and Forms Center or as directed by the contracting officer.)

Custodians:

Army - MI
Navy - SH
Air Force - 10
DLA - DH

Preparing activity:

DMSSO - SD
(Project MISC-OD76)

Review activities:

Army - AM, AR, AT, AV, CR, EA, ER, GL, ME, SC, SM, TM
Navy - AS, EC, MC, NM, OM, OS, SA, TD, YD
Air Force - 01, 14, 16, 20, 25, 26
DLA - CS, ES, GS, IS
DNA - DS
NSA - NS
DMA

User activities:

Air Force - 23
DCA - DC

Agent:

Navy - SH

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188 Exp. Date: Jun 30, 1986	
1. TITLE		2. IDENTIFICATION NUMBER		
3. DESCRIPTION/PURPOSE				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC REQUIRED	6b. GIDEP REQUIRED	
7. APPLICATION/INTERRELATIONSHIP				
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER		
10. PREPARATION INSTRUCTIONS				

FIGURE 1. DD Form 1664.

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188 Exp. Date: Jun 30, 1986	
1. TITLE HUMAN ENGINEERING TEST PLAN		2. IDENTIFICATION NUMBER DI-HFAC-8XXX1		
3. DESCRIPTION/PURPOSE 3.1 This Data Item Description (DID) identifies the Government content and format requirements covered by the tasks to prepare that data specified in 3.2.3 of MIL-H-46855B. 3.2 This plan details the proposed testing to demonstrate that the personnel-equipment/software combination can accomplish the intended operation and maintenance functions in accordance with system specifications. This plan serves as the (Continued on Page 2)				
4. APPROVAL DATE (YYMMDD) 880701	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) MI	6a. DTIC REQUIRED	6b. GIDEP REQUIRED	
7. APPLICATION/INTERRELATIONSHIP 7.1 This DID contains the format and content preparation instructions for the Human Engineering Test Plan (HETP) required by 3.2.3.1 of MIL-H-46855. 7.2 This DID is applicable to the acquisition of military systems, equipment and facilities. 7.3 It is not intended that all the requirements contained herein should be applied to every program or program phase. Portions of this DID are subject to deletion tailoring depending upon the program phases in which it is applied in the (Continued on Page 2)				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER A3058	
10. PREPARATION INSTRUCTIONS 10.1 <u>Source document.</u> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments and revisions, shall be as reflected in the contract. 10.2 <u>General.</u> The Human Engineering Test Plan (HETP) shall document in detail the contractor's plan for gathering and analyzing data to show that the system, when fielded, will satisfy four criteria: a. All human performance requirements for operations and maintenance can be performed to an acceptable level or standard under conditions of expected use; b. The human performance requirements for operations and maintenance can be performed reliably by personnel reasonably representative of the military personnel who will ultimately perform them; c. Both the cost (in terms of all resources required) and some measure (based on human performance time and error data) of prospective effectiveness of the contractor's training program for operations and maintenance are known; and d. The design of system hardware and software facilitates efficient, safe and accurate human performance. 10.3 <u>Content requirements.</u> 10.3.1 <u>Introductory information.</u> Introductory information shall include the following:				

FIGURE 2. Example of type I DID (First two pages only).

DI-HFAC-8XXX1

3. DESCRIPTION/PURPOSE (Cont'd)

principal means of planning for validation human performance requirements, accuracy of personnel criteria, adequacy of training, and acceptability of design of the personnel-equipment/software interface.

7. APPLICATION/INTERRELATIONSHIP (Cont'd)

solicitation/contract.

7.4 This DID is related to DI-HFAC-8XXX2, Human Engineering Program Plan, DI-HFAC-8XXX3, Critical Task Analysis Report and DI-HFAC-8XXX4, Human Engineering Test Report.

7.5 This DID supersedes DI-H-7053.

10. PREPARATION INSTRUCTIONS (Cont'd)

- a. Title descriptive of each test to be conducted.
- b. Identification of equipment (or concept) being tested.
- c. Statement of the task groups (or portions thereof) being reported.

(A list, in sequential order, of all of the discrete performance tasks--with critical tasks identified--which will be required of each person in the system.)

- d. Purpose of tests.
- e. Objective(s) of tests (if different from subparagraph d. above).

10.3.2 Test design. Identification of test conditions, performance measures, sample sizes, and sequence of test events.

10.3.3 Test methods and controls. Description of procedures to be followed in conducting each test. Explanation of how environmental variables and other factors which could affect the performance measures will be controlled or described, including where relevant:

- a. Noise.
- b. Illumination level.
- c. Shock and vibration.
- d. Air temperature and humidity.
- e. Ventilation.
- f. Exposure to toxic or hazardous substances.

10.3.4 Test participants. General description of the personnel population from which test participants will be selected. Identification and justification of test participant selection criteria. Identification of methods by which data describing actual test participants will be gathered, including, where relevant:

Page 2 of 4 pages

FIGURE 2. Example of type I DID (first two pages only). - Continued

DATA ITEM DESCRIPTION		Form Approved OMB No. 0704-0188 Exp. Date: Jun 30, 1986	
1. TITLE CONTRACT FUNDS STATUS REPORT (CFSR)		2. IDENTIFICATION NUMBER DI-FNCL-8XXXX	
3. DESCRIPTION/PURPOSE 3.1 This DID identifies the format and content requirement covered by the specific and discrete task for contractor to prepare this data product identified in the contract Statement of Work (SOW). 3.2 The Contract Funds Status Report (CFSR), DD Form 1586, Figure 1, is designed to supply funding data about Defense contracts to system managers for: (a) updating and forecasting contract fund requirements; (b) planning and decision making on (Continued on page 2)			
4. APPROVAL DATE (YYMMDD) 880701	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) D/COMPT	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description contains the format and content preparation instruction for the data product generated by the specific and discrete task requirement for this data included in the contract. 7.2 The CFSR is applicable to contracts over \$100,000 in value and 6 months in duration. It is not normally applicable to firm-fixed price contracts except for unpriced portions of such contracts that are estimated to be at least twenty (20) percent of the initial contract value, and except for firm-fixed price contracts which represent a major system acquisition or a major component thereof. (Continued on Page 2)			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS DD Form 1586	9b. AMSC NUMBER D0046	
10. PREPARATION INSTRUCTIONS 10.1 <u>Contract</u> . This data item is generated by the contract which contains a specific and discrete work task to develop this data product. 10.2 <u>Specific instructions</u> . 10.2.1 <u>Item 1 - CONTRACT NUMBER</u> . The assigned contract number and the latest modification number on which contractual agreement has been reached shall be entered. 10.2.2 <u>Item 2 - CONTRACT TYPE</u> . The type of contract shall be entered, for example: Cost Plus Fixed Fee (CPFF) Fixed Price Incentive (FPI), etc. 10.2.3 <u>Item 3 - CONTRACT FUNDING FOR</u> . The applicable type shall be entered as follows: Multi-Year Procurement (MYP) Incrementally Funded Contract (IFC) Contract for a Single Year (SYC)			

FIGURE 3. Example of type II DID without source document (first page only).

DATA ITEM DESCRIPTION				Form Approved OMB No. 0704-0188 Exp. Date: Jun 30, 1986										
1. TITLE SUPPORT AND TEST EQUIPMENT LIST			2. IDENTIFICATION NUMBER OT-XXXXX											
3. DESCRIPTION/PURPOSE 3.1 The Support and Test Equipment List (STEL) provides a listing of support and test equipment (S&TE) required at the various levels of maintenance activities and their respective locations aboard the ship.														
4. APPROVAL DATE (YYMMDD)		5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/PMS 400D		6a. DTIC REQUIRED										
				6b. GIDEP REQUIRED										
7. APPLICATION / INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract. 7.2 This DID may be applied only during full scale development phase. 7.3 This DID is for one-time use for solicitation N00024-XX-X-XXXX.														
8. APPROVAL LIMITATION Limited to solicitation N00024-XX-X-XXXX			9a. APPLICABLE FORMS		9b. AMSC NUMBER									
10. PREPARATION INSTRUCTIONS 10.1 <u>Contract</u> . This data item is generated by the contract which contains a specific and discrete work task to develop this data product. 10.2 <u>Content and format</u> . Content and format for the Support and Test Equipment List (STEL) shall be as shown. The STEL shall be a consolidation of S&TE required for the contractor furnished (CF) and Government furnished (GF) systems/equipment. Separate sections of the STEL shall identify S&TE required at organizational, intermediate and depot maintenance levels. The basic output form of the STEL shall separate S&TE at each level into three subgroups: PEETE, SPETE, and SE. Subgroup S&TE line items shall be sorted by identification numbers (model numbers) in numeric and then alphabetical order. 10.3 <u>Basic output form</u> . The basic output form of the STEL shall have the data elements listed below. The data elements marked with a "*" shall appear only in sections of the STEL relating to shipboard-level S&TE. The data elements marked with "***" shall appear only in sections of the STEL relating to higher-level S&TE.														
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Data Element</th> <th style="text-align: left; border-bottom: 1px solid black;">Example</th> <th style="text-align: left; border-bottom: 1px solid black;">Explanation</th> </tr> </thead> <tbody> <tr> <td>STEL number</td> <td>51A0124PEG</td> <td>51 - Hull number</td> </tr> <tr> <td></td> <td></td> <td>A - Letter code for maintenance level: S=shipboard; T=intermediate; Y=depot; A=S/T/Y; C=T/Y; D=S/Y</td> </tr> </tbody> </table>						Data Element	Example	Explanation	STEL number	51A0124PEG	51 - Hull number			A - Letter code for maintenance level: S=shipboard; T=intermediate; Y=depot; A=S/T/Y; C=T/Y; D=S/Y
Data Element	Example	Explanation												
STEL number	51A0124PEG	51 - Hull number												
		A - Letter code for maintenance level: S=shipboard; T=intermediate; Y=depot; A=S/T/Y; C=T/Y; D=S/Y												
FIGURE 4. <u>Example of type III DID without source document (first page only).</u>														

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188 Exp. Date: Jun 30, 1986	
1. TITLE CRITICAL ITEM PRODUCT FABRICATION SPECIFICATION		2. IDENTIFICATION NUMBER DI-CMAN-8XXX3		
3. DESCRIPTION/PURPOSE 3.1 This Data Item Description (DID) identifies the Government content and format requirements covered by the tasks to prepare that data specified in 3.1.3 of MIL-STD-490. 3.2 This specification is required when a detailed design disclosure is necessary or when it is considered that adequate performance can be achieved by adherence to a set of detail drawings and required processes.				
4. APPROVAL DATE (YYMMDD) 880701	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) 10	6a. DTIC REQUIRED	6b. GIDEP REQUIRED	
7. APPLICATION / INTERRELATIONSHIP 7.1 This DID contains the format and content preparation instructions for the Critical Item Product Fabrication Specification required by 3.1.3.3.2.2 of MIL-STD-490. 7.2 This DID is applicable to the acquisition of military systems and equipment. 7.3 This specification is a part of the integrated approach to configuration management, and supports the system specification as described by DI-CMAN-8XXX1. At the option of the procuring activity, development and product fabrication requirements may be combined into a two-part specification under a single specification number. In a two-part specification, the development specification described by DI-CMAN-8XXX2 becomes Part I and the product fabrication specification described by DI-CMAN-8XXX3 becomes Part II.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER F4321	
10. PREPARATION INSTRUCTIONS 10.1 <u>Source document</u> . The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments and revisions, shall be as reflected in the contract. 10.2 <u>Format</u> . This specification shall be prepared in the format of Appendix X of MIL-STD-490. Further, it shall be a Form 1a specification in accordance with 3.3.1.1. of MIL-S-83490. 10.3 <u>Content</u> . This specification shall establish the product configuration requirements peculiar to the production, testing, quality control, preparation for delivery, and acceptance of each critical item. It shall provide a detailed description of the components of the product, and those performance requirements and tests and inspections necessary to assure proper fabrication, adjustment, and assembly techniques. Specific content requirements shall be as specified in Appendix X of MIL-STD-490.				

FIGURE 5. Example of reference DID (first page only)